

*Trust Board of Ebey's Landing
National Historical Reserve*

Ebey's Forever Heritage Building Grant Application Guidelines



Deadline for Application: April 23, 2012

The Ebey's Forever Fund

The Ebey's Forever Fund was established with the purpose of helping to fund the preservation, restoration and continued use of heritage buildings within Ebey's Landing National Historical Reserve. The fund is administered by the Trust Board of Ebey's Landing National Historical Reserve. The Trust Board began awarding matching fund grants to worthy applicants beginning in 2011.

Eligibility

Eligible applicants for the Ebey's Forever Heritage Building Grant include private property owners, non-profit organizations, and local governments whose property is located within the Reserve. Leaseholders may apply for funds in conjunction with the property owner.

Eligible buildings:

Funds may be requested for the stabilization and rehabilitation of historically significant buildings and other associated structures that are:

- Listed as a Contributing building or structure on the National Register of Historic Places, Central Whidbey Island Historic District – Ebey's Landing National Historical Reserve, 1995 Update.
- In need of substantial repair
- Retain a significant degree of historic character and material
- Identified as significant as part of Reserve's Heritage Building Survey Field Assessment (conducted by Reserve staff).

Eligible projects:

1. Stabilization of historic buildings including, but not limited to, repairs and replacement of roofs, foundations, sills, walls, structural framework, windows, doors, building-related equipment and building systems.
2. Work that preserves the historic character, features and materials of eligible buildings.
3. Work that facilitates continued use of the building.
4. Matching grants may be used to reimburse expenditures related directly to construction (materials, labor, overhead, sales tax, etc.) Planning costs (such as condition assessments, structural investigations, etc.) may not be reimbursed and they are not eligible for use toward the applicant's required match. Permit fees may be eligible as part of match.
5. All work must comply with *Ebey's Landing National Historical Reserve Design Guidelines* and with *The Secretary of the Interior's Standards for the Treatment of Historic Properties* (see p. 8 for details). Historic materials, features and

finishes should be retained, repaired when possible or replaced in kind; however, exceptions may be considered on a case by case basis.

Projects not eligible for funding:

- Work that is incompatible with the historic nature of the building, such as removing historic building fabric or using non-historic materials such as vinyl or plywood
- Work that is considered new construction, i.e. additions to existing buildings (interior or exterior), even if such work is considered historically compatible.

*Note: Property owners may submit only one application per grant round, even if they own multiple properties eligible to participate in the program.

Evaluation Criteria

The following criteria will be used in determining grant awards:

- Relative historical and cultural significance of the building;
- Urgency of the threat and need for repair;
- Extent to which the project preserves historic character and extends the useful life of the building;
- Visibility of the building from publicly traveled roadways;
- Extent to which the project leverages other sources of financial assistance;
- Provision for long-term preservation;
- Facilitates continued use (historic or adaptive reuse) of building;
- Readiness of the applicant to initiate and complete the project; and

Note: Special consideration shall be given to buildings that are:

- Outstanding examples of their type or era
- Available for public workshops and educational opportunities

Quality and thoroughness of the application is important. Applications will be accepted in printed form or legibly hand-written applications. The maximum number of pages for the application (excluding attachments) is nine (9) pages. Up to two (2) typed continuation sheets can be used as needed. Continuation sheets should be labeled, with a clear indication of the section number being addressed on the continuation sheet.

Application Assistance

Assistance from the Trust Board of Ebey's Landing National Historical Reserve is available by phone, by email, through workshops or via site visits.

Please contact Mark Preiss, Reserve Manager, at 360.678.6084 or via email at mark_preiss@partner.nps.gov with questions or to make an appointment.

Application Instructions

Project Planning: In order to obtain accurate bids and cost estimates, it is highly recommended that applicants meet with qualified building contractors, structural engineers, architects or others with expertise in historic building rehabilitation and

construction prior to preparing an application to the Heritage Building Grant Program. Contact the Trust Board office at 360.678.6084 for more information.

Ebey's Reserve staff and volunteers are available to provide technical support as a first step in developing your application materials.

Sections 1-3: Property/Owner/Applicant Information

Please provide basic information about the property, the owner of the property, and the grant applicant (if different from the property owner).

Section 4: Funding Request:

There are no limits on the amount applicants can request in grant funds.

Section 5: Project Summary

Briefly describe the proposed project. Include the area/portion of the building requiring repair, what you propose to do, who will complete the work, when you anticipate completing the project, and why it is necessary.

Section 6: Status of Property

If you are unsure of the status of your property or whether the property is currently part of a conservation or preservation program, contact Mark Preiss at the Trust Board Office at 360.678.6084.

Section 7: Building for which Funds are requested

- Please describe the original and current use of the building, including the physical dimensions of the structure.
- Check the box which best describes the condition of each building element, ranking the top five elements in terms of priority (1 being the highest). The project for which you are requesting grant funds should involve those building elements with the highest ranking in terms of priority.

Section 8: Proposed Work

Please review the *Ebey's Landing National Historical Reserve Design Guidelines* and *The Secretary of the Interior's Standards for the Treatment of Historic Properties* (see page 8 for details) with potential contractors to ensure that they understand the historic preservation focus of this grant program. We encourage you to engage the Historic Preservation Commission in your planning process. In addition to the summary information presented in this section, you may include a more detailed bid or estimate for proposed work as one of your attachments.

Section 9: Readiness to Proceed with Proposed Project

List each distinct work element to be accomplished, including the anticipated date of completion for each component. Keep in mind that projects receiving grant funds must commence within one year of the grant award and must be completed by the end of 2013.

In addition, be sure to indicate if funds are committed for this project. Commitment of funds means that the applicant has the cash on hand to complete the project or has an agreement with a lender to acquire the necessary funds. Note: grants are reimbursement grants only – applicants must expend costs associated with the project

and then request reimbursement for eligible costs covered by the grant award. Grant money cannot be received by applicants prior to implementation of the project.

Section 10: Project Budget:

Expenses:

- Break down major expenses into smaller categories, such as labor and materials, or by task such as roof replacement, foundation repair, etc.
- Remember to factor in costs such as building permits and design fees, if necessary.
- Grant funds can only be used to reimburse construction costs associated with the project.
- Permit fees including those for Design Review may be accepted for reimbursement.

Matching funds:

- While grant funds cannot be used to pay applicants or members of their immediate family for their own labor, such labor can be included as in-kind matching funds. For purposes of the grant program, the value of donated labor has been set at \$15 per hour. This rate will be used for all in-kind/donated labor, regardless of whether such labor is considered skilled or not.
- Grant funds cannot be used to pay for architectural or engineering designs/drawings, nor are such costs eligible to be counted toward the required match.

Section 11: Public Benefit

The public benefit of preserving the Reserve's significant historic buildings is one of the primary purposes of grant funding. This section is included to help assess how the project, once completed, will address the issue of public benefit. Please review the paragraph on page 6 that explains the applicant's requirements associated with the public benefit component of the program.

Section 12: Financial Need

It is anticipated that requests for available grant funds will be highly competitive. Given the limited funding available for this program, partial awards are likely. Please describe your contingency plan in the event that you receive partial funding for your project.

Section 13: Experience & Qualification

Any information you can share regarding your ability to undertake and complete major repair projects will be helpful in assessing the feasibility of your proposal.

Section 14: Additional Information

Use this section to add any relevant information not addressed in other sections of the application.

Section 15: Attachments

- Include any bids, cost estimates, condition assessments, designs, etc. that have been developed for the proposed project. If you have been working with a contractor or an architect, be sure to request these documents from them.
- Non-profit organizations requesting grant funds must submit a list of board members and a copy of their operating budget for the most recently completed fiscal year and documentation of non-profit status.

- For local governments must a brief profile of department mission, lead staff, and annual budget.
- Please include between 6-10 photographs illustrating the following: elevations of building (north, south, east, west) one image of the primary façade of the building/structure, one image showing the view of the building/structure from the public right of way, if applicable (please do not zoom in if you have a telephoto lens), the remaining images showing the project area of the building/structure for which grant funds are requested. One (1) set of all photographs should be included with the original copy of all application materials submitted. Digital images are preferred and can be submitted on a disk. Printed photographs are allowable but must be printed on photo paper (no copy paper).
- Historic photos of the property/building.

Public Benefit Requirements

One of the primary purposes of grant funding through the Ebey's Forever Heritage Building Grant Program is to prolong the life of the Reserve's significant historic buildings that provide economic benefit to our citizens, sustain the Reserve's rural character and enrich the visitor experience. The following are requirements for applicants receiving grant funding:

- Depending on the amount of the grant award, the grant contract will include a ten to twenty year term maintenance agreement, which specifies public benefit and minimum maintenance requirements.
- Public access to the exterior of properties which are not visible from a public right of way must be provided under reasonable terms and circumstances; for example, visits for Trust Board workshops offered one day per year. Public access to the exterior of properties which are visible from a public right of way is encouraged but not required. Public access to the interior of properties is not required under any circumstances, though encouraged for educational purposes.

Program Requirements / Obligations of Grant Recipients

- Once funding is approved, Reserve staff will work with award recipients to develop the scope of work for a grant agreement, or contract. Grantees will be required to sign a grant contract prior to commencing work. Grant funds are paid on a reimbursement basis. When the award is less than the amount requested, applicants and staff may work together to develop a reduced scope of work.
- Grant funds may only be applied to construction-related cash expenditures and cannot be used to pay for expenditures made prior to the grant contract period.
- For a structure owned by an individual, the owner must sign the contract. When a lessee or other representative of the owner is the applicant, both the owner and representative must sign. For organizations, both the Board president and executive director must sign the contract. The responsible official must sign for local governments.
- Construction must begin within one year of the award date, and project work must be completed by the end of 2013.

- The Trust Board has permission to feature the projects in images and other media for promotion and educational purposes consistent with Trust Board mission and to promote the Ebey's Forever Fund and Heritage Building Program.
- The Trust Board's Ebey's Forever Fund must be acknowledged on any materials publicizing the project, produced by the building owner.
- Proposed rehabilitation work supported by this program will be reviewed by program staff for the Trust Board of Ebey's Landing National Historical Reserve.
- If a recipient of a grant or subsequent owner of a property that was assisted by a grant takes any action within the term of the preservation easement on the property (between ten and twenty years, based on the amount of the grant award) which destroys the building's historic integrity or context, the preservation grant shall be repaid in full within one year. Such actions may include, but not limited to, demolition or substantial alteration.

Application Process and Timeline

Completed program applications are due **Monday, April 23, 2012.**

Once all applications are received, the Reserve's Heritage Building Advisory Committee will convene to review applications based on the evaluation criteria contained herein. The Committee may recommend full funding, partial funding or no funding for applications. The Advisory Committee recommendations will be forwarded to the Trust Board of Ebey's Landing National Historical Reserve for final review and grant approval. After review of grant applications, applicants will receive formal notification from the Trust Board regarding grant awards. Reserve staff will work with each award recipient to develop a contract that specifies the scope of work to be funded.

Application Deadline and Submittal Information

Application Deadline: Monday, April 23, 2012

All application materials must be received or delivered to the Trust Board Office no later than 4:30 PM, Monday, April 23, 2012.

The Trust Board Office is located adjacent to the Sunnyside Cemetery at 162 Cemetery Road, Coupeville, WA. Please call ahead for directions.

Contact: Mark Preiss, Reserve Manager
360.678.6084
mark_preiss@partner.nps.gov

Mailing Address:
Trust Board of Ebey's Landing National Historical Reserve
Ebey's Forever Heritage Building Grant Program
P.O. Box 774
Coupeville, WA 98239

Application Checklist

Send one original and five (5) copies of the completed application form (6 copies total). Three-hole punched on the left side. Do not staple.

Include a full set of attachments for each copy of the application submitted. Do not staple. Attachments include:

- Bids, cost estimates or condition assessments used to develop your proposal.
- For non-profit organizations, a list of board members and an operating budget for most recently completed fiscal year.
- One set of photographs including 6-10 photos that show the building, clearly illustrate the area(s) of the proposed work, and illustrate the view of the building from a public right of way, if applicable. Include all elevations. Digital images are preferred, but printed photos (on photo paper only) are allowed.

The Secretary of the Interior's Standards for the Treatment of Historic Properties

All projects funded through the Ebey's Forever Fund grant program must comply with *The Secretary of the Interior's Standards for the Treatment of Historic Properties*. These general standards are intended to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

More information about *Ebey's Landing National Historical Reserve Design Guidelines* and fees can be found at these Island County's websites -

http://www.islandcounty.net/planning/documents/ENHR_Design_Manual_09-06-11_000.pdf and

<http://www.islandcounty.net/planning/documents/EbeysFeeSchedule.pdf>.

Information about *The Secretary of the Interior's Standards for the Treatment of Historic Properties* can be found at <http://www.nps.gov/tps/standards/rehabilitation.htm>.

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